



City of Riverside, California  
Personnel Policy and Procedure Manual

Approved:

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
City Manager

Number: I-15 Effective Date: 07/02

**SUBJECT:** IMMIGRATION AND NATURALIZATION CONTROL ACT (I-9)

**PURPOSE:**

To establish guidelines for the employment of United States citizens and non-U.S. citizens authorized to work in the United States and to comply with the Immigration Reform and Control Act of 1986.

**POLICY:**

All employees, citizens and non-citizens hired after November 6, 1986 must complete an Employment Eligibility Verification Form I-9 at the time of hire. This information enables the City of Riverside to verify the eligibility of individuals for employment in order to preclude any unlawful hiring, recruiting or referring for employment of aliens who are not authorized to work in the United States.

The information obtained shall be used as the basis for determining eligibility of an employee to work in the City of Riverside municipal government. The form will be maintained by the Human Resources Department and made available for inspection by officials of the U.S. Immigration and Naturalization Service, the Department of Labor, the Office of Special Counsel for Immigration Related Unfair Employment Practices, and to any other authorized government agency.

As a condition of employment, each new employee must:

1. Properly complete, sign and date the Immigration and Naturalization Service Form I-9.
2. Provide appropriate documentation as required for the I-9 Form to the Human Resources Department.

Submission of the information required on the Employment Eligibility Verification Form shall be voluntary. However, an individual may not begin employment unless the I-9 Form is completed, since the City of Riverside is subjected to civil or criminal penalties if the City does not comply with the Immigration Reform and Control Act of 1986.

If an individual is unable to present the required document(s) within three (3) business days, the individual must present a receipt for the application of the document(s) within three (3) business days and present the actual document(s) within ninety (90) days.

**PROCEDURE:**

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
Human Resources	1. Provides to all new and rehired employees an Employment Eligibility Verification Form No. I-9 for completion.
Employee	2. Completes Section I of the Employment Eligibility Verification Form No. I-9 at the time of hire. Provides original documents that establish identity and employment eligibility (see Lists of Acceptable Documents).  If an original document that establishes identity or employment eligibility is not available at time of hire, submits a receipt for the application of the documents(s) within three business days and submits the actual document(s) within ninety (90) days.
Human Resources	3. Ensures that Section 1 of the I-9 Form is completed timely and accurately.  4. Completes Section 2 of the I-9 Form by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. Record: 1) document title; 2) issuing authority; 3) document number; 4) expiration date, if any; and 5) the date employment begins.  5. If evidence of identity or employment eligibility is not available at time of hire, examines a receipt for the application of the documents(s) within three business days and examines the actual document(s) within ninety (90) days.
Human Resources	6. Retains completed I-9 Form for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.  7. Makes the I-9 Form available for inspection by officials of the U.S. Immigration and Naturalization Service, the Department of Labor, the Office of Special Counsel for Immigration Related Unfair Employment Practices, and other authorized public agencies.